Council: Coppull Parish Council

County: Lancashire

Parish Clerk & Responsible Financial Officer

Applications must be returned by 30 November 2026

Salary: SCP range 24-28 (pro-rata for part-time), depending on experience and qualifications – pension scheme available

Hours: 37 hours per week, office based - would consider two part-time: Clerk/RFO (20 hours per week) and Deputy Clerk (16 hours per week) office based

Location: Coppull, Chorley, Lancs PR7 5EG

Help support effective local democracy and make a positive difference in our community.

We are seeking an organised, professional and community-minded Parish Clerk to act as the Council's Proper Officer and Responsible Financial Officer. The successful candidate will provide impartial advice, support council meetings, and manage the Council's administration, finances and statutory duties.

Key responsibilities

- Prepare agendas, supporting papers, minutes and Council records
- Advise on governance, legislation, procedures and risk
- Manage budgets, payments, audit, VAT and financial records
- Oversee correspondence, information requests, procurement, contractors, assets and facilities

- Support public communications and website publication
- Oversee staff, i.e. Village Lengthsmen

About you

- Excellent communication, organisation and numerical skills
- Accurate, dependable and able to manage priorities and deadlines
- Confident with office software and electronic records
- Diplomatic, politically impartial and committed to public service
- Able to attend monthly Parish Council evening meetings (2 nd Wednesday in the month) and Committee meetings (4th Wednesday in the month) and undertake training
- CiLCA qualified or willing to work towards the qualification

How to Apply

Email the Clerk for the information or download and complete the application form available on the Parish Council website, www.coppull-pc.gov.uk and email it to clerk@coppull-pc.gov.uk with the Subject: Parish Clerk application.

Job Description

Person Specification

Application Form

For general enquiries: please call the Parish Clerk on 01257 470120

Closing date: 30 November 2026

Panel Interview date: January 2027 — date to be arranged — this will be an in-person meeting at Coppull in Lancashire